

EXHIBIT C

40.510.050 APPLICATION SUBMITTAL REQUIREMENTS

- A. Applicability. Table 40.510.050-1 identifies information to be included with pre-applications and applications for all Type I, Type II and Type III applications, as follows:
1. Type I applications: Submittal items 1 and 2, and any additional materials required by the responsible official;
 2. All Type II and Type III applications not listed in subsection (A)(3) below: Submittal items 1 through 6.
 3. For applications for a conditional use, master plan, planned unit development (PUD), preliminary plat for a short plat, preliminary plat for a subdivision, and/or a site plan: All submittal items as applicable.
- B. Submittal Copies.
1. Pre-applications.
 - a. The following shall be submitted with the pre-application:
 - (1) One (1) copy of the main submittal with original signatures; and
 - (2) One (1) copy of any special studies (e.g., wetland, floodplain, etc).
 - b. Reduced copies (11 inches by 17 inches in size) shall be included for all pre-application materials larger than 11 inches by 17 inches in size.
 - c. Failure to provide any of the required information listed in Table 40.510.050-1 precludes contingent vesting pursuant to Sections 40.510.020(G) or 40.510.030(G).
 2. Applications.
 - a. The following shall be submitted with the application:
 - (1) One (1) copy of the main submittal with original signatures bound by a jumbo clip or rubber band; and
 - (2) One (1) copy of any special studies (e.g., wetland, floodplain, etc), and bound separately.
 - b. Reduced copies (11 inches by 17 inches in size) shall be included for any application materials larger than 11 inches by 17 inches in size.
 - c. When all required information is submitted with the original application, the applicant will be directed to submit five (5) additional individually bound copies of the main submittal, including copies of the "Developer's GIS Packet".
 - d. The applicant will also be directed to submit additional individually bound copies of any special studies as identified below. These copies must contain any revisions or additional information required in the Fully Complete review:
 - (1) Archeological Pre-Determination Report, one (1) original and three (3) copies;
 - (2) Archeological Study, one (1) original;
 - (3) Traffic Study and Road Modification requests, one (1) original and three (3) copies;
 - (4) Critical Aquifer Recharge Areas (CARA) floodplain, geo-hazard, habitat, shoreline, stormwater, erosion control plan, and wetland, if necessary, one (1) original and two (2) copies of all other special studies or permits;
 - (5) Mining Permit Applications: a sixth copy of the main submittal package must be submitted for distribution to the Department of Natural Resources.

Table 40.510.050-1. Application Submittal Requirements for Type I, Type II and Type III Reviews		
Submittal Item	Required for Pre-application	Required for Application
1. Application Form. The application form shall be completed and original signed in ink by the applicant.	X	X
2. Application Fee. The requisite fee shall accompany the application. The check is to be made payable to "Clark County Community Development".	X	X
3. Cover Sheet and Table of Contents. Each submittal packet shall contain a cover sheet that contains the project name and applicant's name, address, e-mail address, and phone number. A table of contents, tabs and/or dividers to provide assistance in locating the various requirements shall follow the cover sheet.		X
4. Pre-Application Conference Report. A copy of the "Pre-Application		X

EXHIBIT C

Table 40.510.050-1. Application Submittal Requirements for Type I, Type II and Type III Reviews		
Submittal Item	Required for Pre-application	Required for Application
Conference Report” must be submitted.		
5. Developer’s GIS Packet Information. A copy of the “Developer’s GIS Packet” shall be submitted with the application submittal. The packet includes the following: General Location Map, Property Information Fact Sheet, Arterial Roadway, C-Tran Bus Routes, Parks and Trails Map, Elevation Contours Map, Photography Map, Photography Map with Contours, Zoning Map, Comprehensive Plan Map, Water, Sewer and Storm Systems Map, Soil Type Map, Environmental Constraints Map, and Quarter Section Map.	X	X
6. Narrative. A written narrative shall be submitted that addresses the following: a. How the application meets or exceeds each of the applicable approval criteria and standards; and b. How the issues identified in the pre-application conference have been addressed, and generally, how services will be provided to the site.		X
7. Legal Lot Determination Information. The preliminary site plan shall encompass the entire area of the legal lot(s) involved in the site plan and designate the proposed use (i.e., lots, tracts, easements, dedications) for all land contained within the plan and any boundary line adjustments to be completed prior to final site plan approval. In order to demonstrate that the subject lot(s) has been created legally, the following must be submitted: a. Current owner’s deed if lot determination not required, as specified in the Pre-Application Conference Report, or one of the following: b. Prior County short plat, subdivision, lot determination or other written approvals, if any, in which the parcel was formally created or determined to be a legal lot; or, c. Sales or transfer deed history dating back to 1969, to include copies of recorded deeds and/or contracts verifying the date of creation of the parcel in chronological order with each deed identified with the Assessor’s lot number.		X
8. Approved Preliminary Plats. A map shall be submitted that shows all approved preliminary land divisions (that are yet to be recorded) and site plans (that are not final), as listed within the pre-application conference summary, that abut the site (including across public and private streets from the site). Also include approved preliminary land divisions (that are yet to be recorded) and site plans (that are not final), that are between the site and nearest public or private street providing vehicular access to the site.		X
9. Proposed Development Plan. The proposed plan shall be drawn to a minimum engineer’s scale of 1” = 200’ on a sheet no larger than 24” x 36”. The following information shall be clearly depicted on the proposed development plan:	X	X
a. General Information:	X	X
(1) Applicant’s name, mailing address and phone number;	X	X
(2) Owner’s name and mailing address;	X	X
(3) Contact person’s name, mailing address, and phone number;		X
(4) North arrow (orientated to the top, left or right of page) scale and date;	X	X

EXHIBIT C

Table 40.510.050-1. Application Submittal Requirements for Type I, Type II and Type III Reviews		
Submittal Item	Required for Pre-application	Required for Application
(5) Proposed name of project (i.e., subdivision or business);		X
(6) Vicinity map covering ¼-mile radius from the development site (not required for rural area plans); and,		X
(7) Area of the site in acres or square feet.	X	X
b. Existing Conditions:	X	X
(1) Environmental (On and within one hundred (100) feet of the site. For purposes of being determined fully complete, only those existing conditions that are shown on the GIS map, known by the applicant or are discussed in the pre-application summary must be included on the proposed plan).	X	X
(a) Topography at two (2) foot contour intervals, or other intervals if not available from a public source (see GIS Packet);		X
(b) Watercourses (streams, rivers, etc.) (see GIS Packet);		X
(c) Center of stream surveyed for all on-site water- courses with Professional Land Surveyor Stamp and signature;		X
(d) Areas prone to flooding;		X
(e) FEMA designated floodplains, flood fringe, or floodway (see GIS Packet);		X
(f) Designated Shoreline areas (see GIS Packet);		X
(g) Water bodies and known wetlands (see GIS Packet);		X
(h) Wetland delineation (see Pre-application Report) ;		X
(i) Unstable slopes and landslide hazard areas (see GIS Packet);		X
(j) Significant wildlife habitat or vegetation (see GIS Packet); and,		X
(k) Significant historic, cultural or archaeological resources (see GIS Packet and Pre-Application Report).		X
(2) Land Use and Transportation	X	X
(a) Layout, square footage and dimensions of all parcels;	X	X
(b) Location(s) of any existing building(s) on the site and use;	X	X
(c) Location and full width of existing easements for access, drainage, utilities, etc.;		X
(d) Name, location and full width of existing rights-of-way;		X
(e) Centerline and right-of-way radius of existing roadways that abut the site;		X
(f) Name, location, full width and surfacing materials (e.g., gravel, asphalt or concrete) of roadways and easements (private and public);		X
(g) Location of existing driveways and those driveway across the street to include distance between driveways and roadways (edge to edge);		X
(h) Location and width of existing pedestrian and bicycle facilities on and within 100 feet of the site; and,		X
(i) Transit routes and stops within 600 feet of the development site (see GIS Packet).		X
(3) Water and Sewer		X
(a) Location and direction to nearest fire hydrant (see GIS Packet);		X

EXHIBIT C

Table 40.510.050-1. Application Submittal Requirements for Type I, Type II and Type III Reviews		
Submittal Item	Required for Pre-application	Required for Application
(b) Location of existing sewage disposal systems and wells on the site; and,		X
(c) Location of existing sewage disposal systems and wells within 100 feet of the site (as available from the Health Department).		X
c. Proposed Improvements	X	X
(1) Environmental	X	X
(a) Wetland, stream, steep bank buffer areas/protected areas; and,	X	X
(b) Planned enhancement areas.		X
(2) Land Use and Transportation	X	X
(a) The configuration and dimensions of the project boundaries, proposed lots and tracts (for binding site plans), mobile home spaces (for mobile home parks), including proposed park, open space, and or drainage tracts or easements;		X
(b) Dimensions of all proposed easements;		X
(c) Location (i.e., dimensions from property lines) of any existing buildings to remain on the site to include approximate square footage. For all structures, include the number of stories, construction type (e.g., metal, wood, concrete block, etc.) and proposed uses;		X
(d) Location and full width of all road rights-of-way;		X
(e) Pedestrian and transit facilities: (i) <u>for MX District, site plan shall include layout and architectural drawing of all streetscapes, including landscaping, hardscape, public seating; public artwork and abutting building features;</u>		X
(f) Location and full width of proposed pedestrian and bicycle improvements other than those in standard locations within road rights-of-way;		X
(g) Location, full width (e.g., curb to curb distance) and surface material of all proposed roadways (private and public), provided by drawing or note and typical cross-section (from county road standards);		X
(h) Location of all road segments in excess of 15% grade that are either on the site or within 500 feet of the site which are being proposed for site access;		X
(i) Location, width and surface material of off-site roads which will provide access to the site within 500 feet of the site;		X
(j) Location and width of proposed driveways for corner lots and driveways where site distance standards cannot be met;		X
(k) Site distance triangles where site distance standards cannot be met;		X
(l) Location and width of proposed easements for access, drainage, utilities, etc. (provided by drawing or note); and,		X

EXHIBIT C

Table 40.510.050-1. Application Submittal Requirements for Type I, Type II and Type III Reviews		
Submittal Item	Required for Pre-application	Required for Application
(m) For CU, MP, PUD, <u>MX</u> and Site Plan: (i) Layout of proposed structures including square feet; (ii) Architectural drawings and sketches indicating floor plan, elevations, types of materials and colors, and type of construction per the Uniform Building Code; (iii) Location, dimensions and number of off-street parking and loading areas; (iv) Location and dimensions of recyclables and solid waste storage areas; and <u>(v) for MX District, site plan shall include elevations showing transition and scaling with abutting buildings</u>		X
(3) Landscaping- Landscape plan for urban area arterial and collector roadways and on site landscaped areas to include:		X
(a) Location, number, species, size at planting, and spacing of proposed plant material;		X
(b) Location, number, species and size of existing landscape material to be removed and/or retained;		X
(c) Location, type (such as sod, groundcover or shrub mass) and area (in terms of square fee and percentage of site) of all soft landscaped areas and buffers;		X
(d) Location, height and materials of fences, buffers, berms, walls and other methods of screening;		X
(e) Surface water management features integrated with landscape, recreation or open space areas;		X
(f) Location, size and construction type of hard landscaping features such as pedestrian plazas; and,		X
(g) Active and passive recreational or open space features.		X
(4) Signs. For CU, MP, PUD and Site Plan, a sign plan shall be submitted that includes size, height, and location of all proposed signs.		X
(5) Lighting. For CU, MP, PUD and Site Plan, an outdoor lighting plan shall be submitted that shows the areas of illumination for each outdoor light.		X
10. Soil Analysis Report		X
11. Preliminary Stormwater Design Report		X
12. Proposed Stormwater Plan	X	X
13. Project Engineer Statement of Completeness and Feasibility. The project engineer shall include a statement that all information required by Subtitle 40.380, Stormwater and Erosion Control, is included in the preliminary stormwater plan and that the proposed stormwater facilities are feasible.		X
14. Proposed Phasing Plan (if Proposed). A phasing plan shall be submitted (if applicable), to include transportation and water quality improvements.		X
15. Traffic Study.		X
a. Depending on the impacts associated with the proposal, a traffic study may be required to be undertaken by an engineer licensed to practice within the State of Washington, with special training and experience in traffic engineering. If a traffic study is required, the County will provide a scope of the study at the pre-application		X

EXHIBIT C

Table 40.510.050-1. Application Submittal Requirements for Type I, Type II and Type III Reviews		
Submittal Item	Required for Pre-application	Required for Application
conference.		
b. Traffic study must be stamped, signed, and dated by a Professional Civil Engineer registered in the State of Washington; and,		X
c. Road Modification application, if applicable.		X
16. State Environmental Review. A State Environmental Policy Act (SEPA) Environmental Checklist must be completed; original signed in ink and submitted.		X
17. Sewer Purveyor Utility Review Letter. A utility review must be submitted from the public sewer purveyor, or one (1) copy of a preliminary soil suitability analysis, or equivalent, for on site systems from the Clark County Health Department. For existing septic systems, provide a copy of the original approval.		X
18. Water Purveyor Utility Review Letter. A utility review must be submitted from the public water purveyor, noting the ability to meet water pressure and fire flow requirements of the Fire Marshal (as specified within the "Pre-Application Conference Summary Report"). Or, provide current evidence of the availability of suitable groundwater where the water purveyor has determined public water or community water systems cannot be provided.		X
19. Clark County Health Department Development Review Evaluation Letter. A Development Review Evaluation letter from the Clark County Health Department must be submitted. This evaluation is conducted to identify any on-site water wells or septic system.		X
20. Covenants or Restrictions. All existing covenants or restrictions and/or easements that apply to the property must be submitted.		X
21. Associated Applications. Applications associated with the preliminary plan, to the extent applicable (e.g., archaeological, critical aquifer recharge areas [CARA], floodplain, habitat, shoreline, wetland, variances, etc.), must be submitted prior to or concurrent with the application.		X

H:\LONG RANGE PLANNING\2004 NEW PROJECTS STARTED\MIXED USE COMMITTEE\BOCC\WS 11-17-04\MX Exhibit C.doc